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Class Specifications  
for the Class:

SUPERVISOR, WORKSHOP FOR THE BLIND  
(SUPVR, WORKSHOP FOR THE BLIND)

Duties Summary:

Supervises blind and visually handicapped workers in a sheltered workshop; trains workers; schedules work to meet production deadlines; maintains inventories of raw materials, supplies and equipment and finished products; makes minor repairs to, maintains and modifies tools and equipment for use by the blind; and performs other related duties as assigned.

Distinguishing Characteristics:

This class reflects responsibility for supervising blind and visually handicapped workers in a sheltered workshop in the production of a variety of manufactured products and performance of varied services. Responsibilities include continual training of workers, most of whom are multiply handicapped, in work activities to impart usable skills for eventual placement outside of the workshop and to provide opportunity for workers to be self or partly self-supporting and thereby improve emotional or physical health. Training may also include assisting an already skilled worker who has lost vision to resume aspects of the trade through various accommodations to the handicap. The work includes installing, modifying, repairing and maintaining power equipment and making industrial safeguards, jigs and forms to be used as guides, templates or devices to speed the work and to enable blind workers to operate equipment safely and cost-effectively.

Work activities of the workshop are supervised through a few partially sighted aides who assist in setting out material, resolving work problems and performing other assistant supervisory tasks. The sole position in the class works under general supervision and assists in evaluating new products/services to determine whether blind workers can perform the work safely and cost-effectively. The position has responsibility for assuring that production quotas and schedules are met and for advising if production capabilities can meet proposed new services or product contract demands.

The majority of products/services of the program are labor-intensive, repetitive work such as the manufacture of mops, mop-heads, Chinese buttons, doll hula skirts or envelope stuffing. However, certain activities may require more skill such as cane chair repair or cabinet making. Types of products and activities vary depending on the capabilities of workers and the program's ability to secure contracts for services/products.

Examples of Duties:

Schedules work activities; oversees the day-to-day supervision of blind/visually handicapped workers through partially sighted aides; controls the use of equipment, tools, raw materials and other supplies; maintains, does minor repair on, installs and modifies all specialized equipment, machinery and tools; fabricates industrial safeguards, jigs and forms for maximum safety and efficiency and to accommodate the capabilities of blind and visually handicapped workers, many with multiple handicaps; controls work flow and reassigns workers to meet production needs; reviews methods and procedures for work simplification and improvement; maintains inventories of raw materials, goods in process and finished goods; conducts monthly inventories; reviews and breaks down proposed new products/services into component manufacturing steps to determine whether workers can produce them cost-effectively; oversees the enforcement of all safety rules; observes workers' behavior to identify problems affecting productivity; refers severe disciplinary problems to the supervisor for extended counseling if needed; oversees the maintenance of and maintains records of workers' hours worked and production; evaluates workers' performance and discusses their progress; trains all new workers in work processes best suited to their capabilities; continues training of workers to expand their capabilities to perform a variety of tasks; trains workers in the manufacture/assembly of new products or services; assists Occupational Therapist in the training and observation of clients who are severely handicapped to determine work habits and tolerances, retention span, attitudes and other related characteristics; assists workers placed outside of the sheltered workshop in adjustment by orienting them to the new environment, fabricating and installing safeguards, jigs, forms and other guides for production adaptation as approved by the employer and making periodic follow-up visits to aid the worker in adjusting to the new work setting; prepares reports; oversees the inspection of and inspects products for quality; and may drive a delivery truck.

Knowledge and Abilities Required:

Knowledge of: Operation of various types of power equipment including automatic, semi-automatic electrical and pneumatic; wood-working tools and equipment; sheet metal cutting and working tools; principles and practices of supervision; arithmetic including multiplication and division; and safety practices and principles in a production setting.

Ability to: Supervise blind and visually multiply-handicapped individuals in a production setting; estimate production capabilities to determine and control scheduling; adapt machines and equipment for use by blind, visually and multiply-handicapped individuals; devise and fabricate rigs and jigs to enable blind/handicapped clients to the work; communicate effectively orally and in writing; deal effectively with workers some of whom may have attitudinal and behavioral problems; and prepare reports and maintain records and inventories.

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This is the first class specification for the new class  
SUPERVISOR, WORKSHOP FOR THE BLIND.

Effective Date: August 16, 1981

DATE APPROVED: 12/4/84

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Director of Personnel Services